



Michigan
Transportation Asset
Management Council

Administrative, Communication and Education Committee
Meeting Agenda
Wednesday, November 1, 2017 @ 10:00 AM
Michigan Department of Transportation Aeronautics Building
2nd Floor Commission Board Room
2700 Port Lansing Road
Lansing, Michigan

1. Welcome - Call to Order – Introductions
2. Changes or Additions to the Agenda (*Action Item as needed*)
3. Public Comments on Non-Agenda Items
4. Correspondence and Announcements
 - 4.1. TAMC Photographs at 1:00 p.m. today; ACE to adjourn by 11:30 a.m. – J. Start
5. Consent Agenda:
 - 5.1. Approval of the September 6, 2017 Meeting Minutes (*Action Item*)
 - 5.2. Approval of the 2018 ACE Meeting Schedule (*Action Item*)
6. Review & Discussion Items:
 - 6.1. 2017 TAMC Annual Report Development – P. Kent/Charlie Jarvis/Michele Myers
 - 6.2. 2018 TAMC Asset Management Conferences and Partnerships (Scheduling prior to APWA)
 - 6.3. TAMC Representations at Other 2018 Conferences
 - 6.4. Distribution of the of the New Data Collection Policy
 - 6.5. Schedules for the PASER/IRT/Gravel Roads Trainings – T. Colling/J. Ross
7. Public Comments
8. Member Comments
9. Adjournment: *Next meeting December 6, 2017 at 10:00 AM – 2700 Port Lansing Rd, Lansing, MI*

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE**

September 6, 2017 at 10:00 a.m.

Lapeer City Hall
576 Liberty Park
Lapeer, Michigan
MINUTES

****Frequently Used Acronyms Attached**

Members Present:

Derek Bradshaw, MAR
Gary Mekjian, MML

Don Disselkoen, MAC – **Vice-Chair**
Jonathan Start, MTPA/KATS – **Chair**

Support Staff Present:

Roger Belknap, MDOT
Mark Holmes, DTMB/CSS, via Telephone
Polly Kent, MDOT
Gloria Strong, MDOT

Tim Colling, MTU, via Telephone
Dave Jennett, MDOT
Josh Ross, DTMB/CSS via telephone

Members Absent:

Rob Surber, DTMB/CSS

1. Welcome – Call-to-Order – Introductions:

The meeting was called to order at 10:15 a.m.

2. Changes or Additions to the Agenda (Action Item as needed):

None

3. Public Comments on Non-Agenda Items:

None

4. Correspondence and Announcements:

4.1. – Transportation Asset Management Council (TAMC) Fall Conference, October 5, 2017

The TAMC Annual Fall Conference will be held October 5, 2017, at the Holiday Inn of Marquette. The Conference Planning Committee has been meeting regularly and presenters have confirmed attendance and logistics with the venue are being finalized. Travel and hotel arrangements are being made by G. Strong. The deadline for presenters, support staff, and Council members to inform G. Strong of their travel needs is Friday, September 8, 2017.

4.2. – Local Technical Assistance Program's "The Bridge" Newsletter Article

The next LTAP "The Bridge" newsletter article will be written by support staff regarding the Investment Reporting Tool (IRT). Vicki Sage from MTU will assist them in writing the article in the format that MTU requires. The Bridge Committee is responsible for the next newsletter in November. Data Committee will do the article following Bridge.

5. Consent Agenda:

5.1. - Approval of the July 12, 2017 Meeting Minutes (Action Item)

D. Disselkoen made a motion to approve the meeting minutes of July 12, 2017; D. Bradshaw seconded the motion. The motion was approved by all members present.

5.2. – TAMC Financial Report – R. Belknap

An up-to-date budget report was provided and reviewed. Creating a Finance and Budget Subcommittee was suggested by R. Belknap. For the next budget cycle, meetings will be scheduled to review the budget for FY 2019. As the Council gets more information on how members are charging their time and expenditures, this issue will also be examined, as reimbursements have increased substantially this past year.

6. Review and Discussion Items:

6.1. – Schedule of 2017 TAMC Annual Report Development – P. Kent

A copy of the Proposed Timeline for the Development of the 2018 TAMC (Annual) Report was provided to the committee. MDOT's Graphics Division is currently working on the graphics and a new look for the Annual Report. Once the data analysis has been completed it will be added to the report. It is important that the committee review and discuss any updates to the Annual Report at each meeting to stay on schedule. The final annual report must be completed by the end of May.

6.2. – Schedule of 2018 TAMC Full Council and Committee Meetings – R. Belknap

A copy of the 2018 TAMC ACE Committee Meeting Dates was reviewed and discussed by the committee. Events such as, the TAMC Strategic Planning Session, the 2018 TAMC Conferences, and school holiday and spring breaks will need to be taken into consideration when finalizing the dates. D. Disselkoen suggested adding the year to the top of the schedule for clarification. J. Start mentioned having a personal conflict for August 1, 2018. R. Belknap will give the committee time to review the schedule and will finalize it next month.

6.3. – TAMC Bylaws and Quorum for Meetings – J. Start

According to legislation, TAMC bylaws, and the Open Meetings Act, Council members must be physically present at the Full Council meetings to vote. In order to have a quorum, the majority of the voting Council members must be physically present at the meeting. R. Surber is a non-voting Council member. If a Council member is on the telephone, their vote will be recorded but will not count in the final vote. If there are no action items, Council members may participate via telephone. If action items are on the agenda that require the vote of the Council, it is important for Council members to be physically present at the full Council meetings; a telephone vote is not acceptable. For TAMC sub-committees, such as the ACE, Data, and Bridge Committees, it is not mandatory for members to be physically present at the meetings in order to vote. They are allowed to vote via telephone.

6.4. – 2018 TAMC Asset Management Conferences and Partnerships – R. Belknap/G. Mekjian

It was suggested that TAMC partner with the Michigan Chapter of the American Public Works Association (APWA) or other agencies and host a joint conference. Both organizations are drawing attendees from the same organizations. APWA has a three year contract for their spring conference at the Grand Traverse Resort. Possibly LTAP could handle all the registrations for TAMC and APWA. There could be general sessions than some specific tracks of sessions that people can attend that interests them. They could share keynote speakers. Per T. Colling, LTAP, and APWA have worked together in the past, and LTAP has provided keynote speakers to APWA. Support staff would like to have enough advance time in order to pull things together for the conferences so things are done well and timely. Another option would be for TAMC to hold their conference the day before or after the APWA conferences in the same facility or location. It is important to cover the most current hot topics. The support staff has been tasked with pulling together a list of questions for this to present to ACE Committee. It may be best to partner possibly in 2019 to have time to work out logistics between TAMC and APWA.

6.5. - Michigan Technological University (MTU)/Technical Assistance

MTU will be holding a two-hour Gravel Roads Basics for Elected Officials training course on September 20, 2017, in Kalamazoo, and so far the registration is going very well. It is a pilot training and if it goes well they will approach the Council to continue with the training sessions. It is primarily for

elected officials and local agencies who operate unpaved roads. They are currently doing this under LTAP and if this is successful, MTU will place it in the TAMC Work Program. MTU is also conducting Asset Management Workshops and Webinars. MTU activities are still within budget.

6.6. - Michigan Center for Shared Solutions – M. Holmes

6.6.1. – Website Updates – M. Holmes

The team that supports Michigan.gov is working on migrating existing content onto the new Vignette platform. There is no additional charge to moving this onto the new Vignette. This will be completed by the end of September. CSS has updated the Website with TAMC meeting agendas and meeting minutes. CSS will be working on content management and capabilities for MDOT support staff to update the TAMC Website. They plan to present a draft of the new Website at the next Website/Dashboard Committee meeting.

6.6.2. – Dashboard Updates – M. Holmes

The CSS team is working on the Finance and Maintenance dashboards which will be completed by October 1, 2017, and the Safety and Traffic dashboards will be completed by November 2017. There have been html based technological changes that CSS must deal with, and they have done some TAMC Website integration. The original deadline dates for the completion of the dashboards were October 1, 2017 for all of the dashboards except for the Pavement and Bridge dashboards. The data that CSS needs for the Safety and Traffic dashboards may not all be available until November. If there are changes in the deadlines from October 1 to November 2017, then CSS will need to go to Data Committee for approval of the deadline change then to full TAMC for final approval. Vignette is supportive of the Dashboards.

6.6.3. – IRT Compliance Report – R. Belknap

R. Belknap will discuss the report more thoroughly at full Council Meeting later today. Some agencies are not in compliance. However, because of the different steps and processes that often occur, there have been some agencies listed on the report that are now in compliance and/or some may have asked for an extension and this is not reflected in the most recent report. R. Belknap noted an example of this is the City of Burton and their FY 2016 Act 51 Report. The Council may want to become familiar with the process to give them a better understanding of the results provided in these reports. It was suggested that Metropolitan Planning Organizations and/or Council members reach out to the agencies listed as being non-compliant and see if there is something they can do to assist them and bring them into compliance. The agencies have to complete their ACT 51 reporting before they do their IRT reporting so this may cause a delay getting the information to TAMC, it is possible that the agency may have their IRT already done and ready to enter.

6.6.4. – IRT Re-write Updates

The IRT Re-write 2.0 was released in August 2017. IRT training was held in Kalamazoo and training Webinars were also conducted. The team is currently working on additional IRT training videos that will be released towards the end of September. This is expected to be completed within the 2017 budget.

CSS pulled together a report regarding asset management plans and processes that they have received through the IRT. There are now more asset management plans and surveys being done as a result of the TAMC training. Some agencies do not have a formal asset management plan but do have an asset management process that they use. The IRT captures information on agency processes by asking five simple questions of the agencies in the IRT. TAMC has 24 asset management plans uploaded in the IRT per D. Jennett.

6.6.5. – IRT Training Update and Schedule – M. Holmes/J. Ross

2018 training sessions will be held in Marquette, Bay City, Traverse City/St. Ignace, Howell, Kalamazoo, and the Southeast Michigan Council of Governments (SEMCOG) region. The committee suggested that the training be more focused on the Lower Peninsula such as Kalamazoo and Jackson. The ACE Committee will talk about it and get their suggested areas back to CSS. SEMCOG, Kalamazoo, Bay City, and Jackson were the suggested training areas thus far from the committee. J. Ross will look at fiscal year ends of the agencies for when he will schedule trainings and reach out to some of the agencies in each location and see if the dates he chooses will be good dates to hold the trainings in their areas.

9. Member Comments:

None

10. Public Comments:

None

11. Adjournment:

The meeting adjourned at 11:38 a.m.. The next meeting will be held November 1, 2017 at 10:00 a.m., 2700 Port Lansing Road, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYSTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION

MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

S:/GLORIASTRONG/TAMC FREQUENTLY USED ACRONYMS.03.10.2017.GMS



Michigan
Transportation Asset
Management Council

2018 TAMC & ACE Committee Meeting Dates

**Administrative, Communications and Education Committee Meeting
10:00AM - NOON**

**Transportation Asset Management Council Meeting
1:00PM**

Meetings are typically first Wednesday of every month at MDOT Aeronautics Building – 2nd Floor Commission Room, 2700 Port Lansing Rd., Lansing, unless otherwise noted.

DATES:

January 3rd

February 7th

March 7th

April 11th

May 2nd

May 24th – 27th – Potential TAMC Spring Conference Dates

June 6th

July 11th

August 1st

September 5th

October 4th /11th – Potential TAMC Fall Conference Dates

November 7th

December 5th

Michigan's Roads & Bridges 2017 Annual Report

Table of Contents

<i>Executive Summary</i>	Pg. a
<i>Michigan's Transportation Asset Management Council</i>	Pg. X
Formation and Charge	
Vision Statement Mission	
Statement TAMC Budget	
Year in Review – TAMC Accomplishments in 2017	
TAMC Training and Education	
NEW - TAMC Webpage, Interactive map, and Dashboards	
Publications	
NEW – Recognition – "IRT All Stars" - Possible Monthly Website Updates	
Summary of Current and Future Efforts	
<i>NEW - TAMC Investment Reporting</i>	Pg. XX
NEW – Expand areas from previous year with added data and 4 Project Classes	
NEW Comparison of PASER changes and entered IRT Projects by area & over time (time frame in years to consider and areas – statewide, regional, local)	
NEW Completed Projects (4 PCs-categories) by area and over time	
<i>NEW - Environmental relationships with PASER</i>	Pg. XX
Seasonal Temperatures (Frost/thaw periods)	
Culverts / Water Crossings	
Soil Types	
<i>Road Data Review</i>	Pg. XX
Michigan's Annual PASER Condition Assessment	
Quality Assurance and Quality Control	
<i>2017 Pavement Condition</i>	Pg. XX
Federal-Aid Roads	
Federal-Aid Roads Forecasts	
Cycle of Life	
National Highway System (NHS) National Functional Classification (NFC) Paved Non- Federal-Aid Roads	
<i>2017 Bridge Condition</i>	Pg. XX
State and Local Bridges	
Condition Forecasts	
Cycle of Life	
NEW - Bridge Committee Idea – Analysis on Local Bridges	
NOTE: Bridge Items need to be addressed sooner due to new program spring deadlines.	
<i>21st Century Infrastructure Commission</i>	Pg. XX
Formation of the MIC	
NEW - Pilot Areas	
Summary of Findings	

As of 9/27/17

Impacts on TAMC
Forecasts of Expected Changes



Calendar of Upcoming Events

RUCUS – Roadsoft User Conference of the US – 11/1/17, Crowne Plaza Lansing West, Lansing MI <http://ctt.mtu.edu/sites/ctt/files/flyers/2017RUCUS-Registration.pdf>

MML Conference 9/13/17 – 9/15/17, Haworth Inn & Conference Center, Holland MI
<http://blogs.mml.org/wp/events/>

http://blogs.mml.org/wp/events/files/2014/06/Convention_2017_Program_Web.pdf

County Engineer's Workshop 2/13/18 – 2/15/18 Shanty Creek Resort, Bellaire , MI <http://ctt.mtu.edu/sites/ctt/files/flyers/2018cew-myc.pdf>

CRA Annual Highway Conference 3/13/18 – 3/15/18 Lansing Center, Lansing MI
<http://micountyroads.org/Events>

Michigan Bridge Conference 3/20/18 – 3/21/18, Ann Arbor, MI <http://ctt.mtu.edu/BridgeConference>

MML Capitol Conference 3/20/18-3/21/18 Lansing Center, Lansing MI
<http://www.mml.org/events/calendar.htm>

MAC Legislative Conference 3/26/18 – 3/28/18 Radisson, Lansing MI
<https://www.micounties.org/index.php/mac/calendar?view=ajaxbigcalendar>

MTA Conference 4/23/18 – 4/26/18 Grand Traverse, MI
<https://www.michigantownships.org/conference.asp>

APWA Conference 5/23/18 – 5/24/18 Grand Traverse, MI (not posted that I could find on the website)

MAC 8/19/18 - 8/21/18 Bavarian Inn, Frankenmuth
<https://www.micounties.org/index.php/mac/calendar?view=ajaxbigcalendar>

MTPA July 2018 (?)